

BALL DIAMOND RESERVATION PROCEDURE

KEY DEPOSITS FOR USE OF LIGHTS, RESTROOMS, AND FOR GATES HAVE INCREASED TO \$50.00 CASH PER KEY BEGINNING JANUARY 1, 2016.

RESERVATION PROCEDURE:

Reservations for ball diamonds begin the third Monday in March and close the last day of October each year.

There are two steps to reserving a practice field:

1. Making the reservation
2. Receiving the permit.

We accept cash, checks, money orders and debit/credit cards. **Please note we charge a 2.3% transaction fee on all credit/debit cards.** This fee does not go to Metro but to a third party processor.

Reservations are taken Monday - Friday between the hours of **8:00 am and 12:00 noon** in person at the Park Office, or by calling (615) 862-8405 between the hours of **8:00 am and 12:00 noon**. Due to the many calls that come through the office at the beginning of the season, you will be put on hold until the reservation specialist is available. Calls are taken on a first come, first served basis. It is to your best advantage to continue to hold until it is your turn. Please have the following information ready when calling:

1. Park preference
2. Day of reservation
3. Time of reservation
4. Contact information

Reservations can be made up to 14 (fourteen) days in advance (with the day that you make your reservation counting as the first day). For example, if you call on Tuesday, you can reserve a ball diamond up through the Monday 14 days away. Reservations must be paid for prior to the reservation date.

Only two reservations per person, per call or visit are allowed.

PERMITS:

After you make a reservation, you will be issued a permit for the use of a ball diamond. Permits are issued in 2 hour increments.

DAYTIME PERMITS for Youth and Adults have a \$20.00 usage fee **per diamond** per 2 hour period for In-County Residents and a \$25.00 fee **per diamond** per 2 hour period for Out-Of-County Residents

NIGHT TIME PERMITS for Youth and Adult have a \$40.00 usage fee **per diamond** per 2 hour period for In-County Residents and a \$45.00 fee **per diamond** per 2 hour period for Out-Of-County Residents. In addition, there is a **\$50.00 CASH ONLY** deposit required for the light key.

FAILURE TO PAY FOR YOUR SCHEDULED RESERVATION MAY RESULT IN YOUR NOT BEING ALLOWED A FUTURE RESERVATION.

The light key deposit will be **REFUNDED** (1) when the key or keys have been returned to the Sports Office **by 12:00 NOON the next working day** following the expiration of the permit and (2) when the individual's team or league has complied with Park Board rules concerning the use of the field and lights.

The light key deposit will be **FORFEITED** (1) if the key or keys have been lost or duplicated, (2) if the key or keys are not returned by **12:00 noon the next working day**, (3) if the individual's team or league fails to turn off the lights more than two (2) times during the year, or (4) if you or your team damage the lock or light box. It is the responsibility of the individual making the reservation to inspect the light box and lock immediately on arrival at the field. If the box is damaged or the lock is missing, a report must be made to the Parks Maintenance Division (862-8411) or Sports Division (862-8424) by 12:00 noon the next day.

Permits will be emailed once payment has been received or you may pick up **IN PERSON** Monday through Friday from 8:00am until 12:00 noon. **NO PERMITS WILL BE MAILED** unless requested by the client.

DIAMOND LOCATIONS:

The following diamonds are available for **DAYTIME** reservations.

Cane Ridge Park Practice Field 5 - 419 Battle Road
Cedar Hill Park Small Diamond - 860 W. Old Hickory Blvd
Cleveland Park Baseball & Softball – 925 North 6th Street
East Park Softball – 700 Woodland Street
Elmington Park Baseball - 3531 West End Ave.
Green Hills Park Softball- 1200 Lone Oak Road
Hadley Park Youth Baseball & Adult Softball – 1037 28th Ave. North
Hartman Park Youth Baseball/Softball - 2801 Tucker Road
Z. A. Looby Youth Baseball & Softball - 2301 Rosa Park Blvd.
Madison Park Baseball & Softball – 510 N. Dupont Ave.
McFerrin Park Softball - 301 Berry Street
Shelby Park Boguskie Softball - 401 South 20th Street
South Inglewood Park Youth Baseball/Softball – 1624 Rebecca Avenue
Watkins Park Youth Softball – 616 17th Avenue North
Whites Creek Park Baseball & Softball - 7277 Old Hickory Blvd.

The following diamonds are available for **NIGHT TIME** reservations:

PARK	IN-COUNTY RESIDENT	OUT-OF-COUNTY RESIDENT
Cleveland Park Softball	\$40.00	\$45.00
East Park Softball Field 1(close to Center)	\$40.00	\$45.00
Hadley Park Youth Baseball & Adult Softball	\$40.00	\$45.00
Hartman Park Youth Baseball/Softball	\$40.00	\$45.00
Madison Park Baseball & Softball	\$40.00	\$45.00
McFerrin Softball	\$40.00	\$45.00
Shelby Park Boguskie Softball	\$40.00	\$45.00
South Inglewood Youth Baseball/Softball	\$40.00	\$45.00
Watkins Park Youth Softball	\$40.00	\$45.00

INCLEMENT WEATHER CONDITIONS:

The Sports Department will determine if rain or inclement weather has made the field(s) unplayable. Monday through Friday please call 615-862-8405 before 12:00 noon or 615-880-2233 after 12:00 noon to check on fields. If you cannot reach our office and field conditions become unplayable, it is the responsibility of the user to cancel play if fields are not playable. Failure to do so will result in the user being responsible financially to the Parks Department for costs necessary to repair the fields that are damaged

Ball Diamonds close October 31st each year